

YOUTH SERVICES POLICY

Title: Community-Based Services' Policy and Procedure Manual Next Annual Review Date: 01/21/2011	Type: C. Field Operations Sub Type: 8. Division of Youth Services Number: C.8.1
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References: ACA Standards 2-CO-1A-16, 2-CO-1A-17, (Administration of Correctional Agencies); and 2-7011, 2-7012 (Juvenile Probation and Aftercare Services)	
STATUS: Approved	
Approved By: Mary L. Livers, Deputy Secretary	Date of Approval: 01/21/2010

I. AUTHORITY:

Deputy Secretary of Youth Services as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

II. PURPOSE:

To constitute the Community-Based Services' "Policy and Procedure Manual" as a policy of Youth Services (YS).

III. APPLICABILITY:

The Deputy Assistant Secretary - Community-Based Services, all Regional Managers and all employees of the Office of Community-Based Services.

IV. DEFINITION:

Regional Managers – Managers of the Community-Based Services field offices located throughout the state.

V. POLICY:

It is the Deputy Secretary's policy that all Community-Based Services employees abide by the provisions of the "Policy and Procedure Manual."

VI. PROCEDURES:

A. The Community-Based Services' "Policy and Procedure Manual" can be viewed on LOTUS NOTES\HQ database under the title "DYS Policy Manual."

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- B. All policies shall be reviewed annually. Revisions to the “Policy and Procedure Manual” will be accomplished under the signature of the Deputy Secretary.

Previous Regulation/Policy Number: C.8.1
Previous Effective Date: 8/14/08
Attachments/References: